Summary of Changes for the Application Processing System

2006-2007

U.S. Department of Education

FEDERAL STUDENT AID

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Introduction

Overview

The *Summary of Changes for the Application Processing System* guide is designed to meet the reference needs of financial aid administrators (FAAs), programmers, and data processing staff. In this guide, we describe updates and enhancements to the 2006-2007 application processing system. Changes for 2006-2007 are described in the following sections.

Schedule for the 2006-2007 Application Processing System

This section provides dates for important processing deadlines and anticipated document and software releases.

Summary of Changes to the 2006-2007 FAFSA

This section provides information about the paper 2006-2007 Free Application for Federal Student Aid (FAFSA), including how to order quantities of the form from our bulk publication ordering system. We address the following topics in this section:

- Information about 2006-2007 FAFSA ordering and distribution, including information about distribution of the FAFSA on the Web Worksheet

- Description of changes to the 2006-2007 FAFSA

- FAFSA instructions for students from the Pacific Islands

Summary of Changes to the 2006-2007 Renewal FAFSA Process

This section provides information about changes to the Renewal FAFSA process and an overview of the Renewal Reminders. Complete details on the Renewal FAFSA process are described in the *Renewal FAFSA Process Guide,* which can be downloaded from the U.S. Department of Education's Information for Financial Aid Professionals (IFAP) Web site at ifap.ed.gov/fafsa/attachments/0607RenewalFAFSAProcGuide.pdf and from the Federal Student Aid Download (FSAdownload) Web site at fsadownload.ed.gov/RenewalFAFSAProcGuide0607.htm.

Summary of Changes to the 2006-2007 Central Processing System (CPS)

This section provides information about changes to the CPS. The following issues are discussed:

- Database matches

- Edits

- Real-time corrections

- Multi-year applicant database

- Need Analysis

- Application output sent to students

- Institutional Student Information Records (ISIRs)

- Changing school codes by written correspondence

- PINs

- Federal School Codes

- CPS mainframe test system

Getting Help

This section provides information about customer service contacts, documents, and Web sites that you can access for additional assistance.

We recommend you review all the information provided in this guide, as well as in the 2006-2007 versions of the *School Electronic Process Guide* and the *Student Web Application Products Process Guide*, as some enhancements may require you to modify your office procedures and systems operations. These guides can be downloaded later this fall from the IFAP (ifap.ed.gov) and FSAdownload (fsadownload.ed.gov) Web sites.

2006-2007 Application Processing System Schedule

Schedule for the 2006-2007 Application Processing System

Date	Event
May 26, 2005	The Secretary of Education announces the annual updates to the tables to be used in the statutory "Federal Need Analysis Methodology" to determine a student's Expected Family Contribution (EFC) for award year 2006-2007 (70 F.R. 30425): ifap.ed.gov/fregisters/FR05262005.html The updated tables were corrected in a Federal Register that was published on July 29, 2005 (70 F.R. 43948): ifap.ed.gov/fregisters/FR07292005.html
June 27, 2005	Federal Student Aid (FSA) announces the availability of the *Draft 2006-2007 Electronic Data Exchange (EDE) Technical Reference* (including the ISIR Record Layout and ISIR Cross Reference) on the IFAP and FSAdownload Web sites. ifap.ed.gov/eannouncements/0624EDETechRef0607.html

Schedule for the 2006-2007 Application Processing System (Continued)

Date	Event
September 8, 2005	FSA announces the posting of the *2006-2007 Renewal FAFSA Process Guide* to the IFAP and FSAdownload Web sites. ifap.ed.gov/eannouncements/0607RenewalFAFSAProcessGuide.html
October 2005	SSCR for Windows, Release 3.0. is available for download from fsadownload.ed.gov. SSCR for Windows is a multi-year application designed to help you electronically certify student enrollment status and update student information on the National Student Loan Data System (NSLDS).
October 2005	In preparation for the renewal application process, FSA sends a network message to schools asking them to remind students to update their mailing and e-mail addresses in the CPS by October 28, 2005.
October 2005	The CPS Test System User Guide is posted to FSAdownload. This user guide describes the CPS Test System, which enables you to test electronic application and correction data transmissions from your system with the CPS (outside of the normal CPS production environment). The test system will be available on November 21, 2005.
October, 2005	In early October FSA automatically ships a supply of 2006-2007 FAFSA on the Web Worksheets to all postsecondary schools, high schools, libraries, and community agencies. Additional Worksheets may be ordered from FSA's online bulk publication ordering system as early as mid-September and throughout the processing year. Effective October 1, 2005, the new name for the bulk publication ordering system is FSAPubs, located at fsapubs.org.
October 28, 2005	Students have until this date to file their 2005-2006 applications or corrections to be considered eligible for the initial 2006-2007 Renewal Reminders that are sent between November 4 – December 16, 2005. Students whose applications or corrections are processed after this date may be renewal-eligible, but they will not receive a Renewal Reminder unless they are eligible for the second Renewal Reminder distribution in February 2006.

Schedule for the 2006-2007 Application Processing System (Continued)

Date	Event
November 1, 2005	Schools can begin ordering 2006-2007 FAFSAs from FSA's online bulk publications ordering system, FSAPubs, located at fsapubs.org.
November 4 – December 16, 2005	Renewal-eligible students are sent Renewal Reminders.
November 2005	The complete version of the *2006-2007 EDE Technical Reference* is posted to the IFAP and FSAdownload Web sites.
November 2005	The *2006-2007 SAR Comment Codes and Text* is posted to the IFAP and FSAdownload Web sites.
November 2005	The 2006-2007 *School Electronic Process Guide* is posted to the IFAP and FSAdownload Web sites. The guide describes 2006-2007 changes to FAA Access to CPS Online, EDESuite PC software products, Return of Title IV Funds on the Web, and the ISIR Analysis Tool Web application.
November 2005	The *Student Web Application Products Process Guide* is posted to the IFAP and FSAdownload Web sites. This guide describes the 2006-2007 changes to student Web application products, including FAFSA on the Web and the PIN.
November 2005	The Federal School Code List is mailed.
November 2005	The *2006-2007 ISIR Guide* is posted to the IFAP Web site and FSAdownload Web sites.
November 21, 2005	The CPS Test System is available. The CPS Test System enables you to test electronic application and correction data transmissions from your system with the CPS (outside of the normal CPS production environment).
November 28, 2005	The 2006-2007 FAFSA on the Web and FAA Access to CPS Online Demonstration sites are available at fafsademo.test.ed.gov. The user name is **eddemo** and the password is **fafsatest**.

Schedule for the 2006-2007 Application Processing System (Continued)

Date	Event
January 1, 2006	The 2006-2007 FAFSA on the Web, Renewal FAFSA on the Web, and Corrections on the Web sites are available to students.
January 1, 2006	The 2006-2007 FAA Access to CPS Online Web site is available to financial aid administrators.
January 3, 2006	The 2006-2007 Central Processing System (CPS) begins processing.
January 2006	EDExpress for Windows 2006-2007, Release 1.0, which includes Global functionality and the Application Processing and Packaging modules for the 2006-2007 cycle, is posted to the FSAdownload Web site.
January 2006	The 2006-2007 EFC Formula Guide is posted to the IFAP Web site, pending final 2005 IRS tax legislation.
February 2006	The 2006-2007 ISIR Analysis Tool Web application is available from the FAA Access to CPS Online Web site.
February 6 – 10, 2006	The CPS sends follow-up Renewal Reminders to all renewal-eligible students who have not submitted a 2006-2007 FAFSA or Renewal FAFSA by the end of the first week of February 2006.
March 2006	EDExpress for Windows 2006-2007, Release 2.0, which includes the Direct Loan and Pell modules for the 2006-2007 cycle, is posted to the FSAdownload Web site.
July 2006	Direct Loan (DL) Tools for Windows, Release 6.0, is posted to the FSAdownload Web site.
July 2, 2007	The last day the CPS accepts receipt of 2006-2007 paper and electronic FAFSAs and Renewal FAFSAs. Electronic FAFSAs must be transmitted and received by midnight CT. Watch the IFAP Web site for a Federal Register Notice that finalizes this deadline.
September 17, 2007	The last day the CPS accepts receipt of 2006-2007 paper and electronic corrections. Electronic corrections must be transmitted and received by midnight CT. Watch the IFAP Web site for a Federal Register Notice containing more information about this deadline.

Summary of Changes to the 2006-2007 FAFSA

2006-2007 FAFSA on the Web Worksheet and Paper FAFSA Distribution Plan

As explained in the recent [Dear Colleague Letter (DCL) GEN-05-10](#), available on IFAP ([ifap.ed.gov](#)), we are making changes to the distribution of paper FAFSAs for 2006-2007 to take into account the dramatic increase in the number of FAFSAs filed electronically. The improved FAFSA on the Web Worksheet is a key element in the new distribution plan, described in greater detail below. Please refer to DCL GEN-05-10 for complete details.

Background

Currently, more than 80 percent of all FAFSAs are filed online using FAFSA on the Web and only about 12 percent are filed using paper FAFSAs. The remainder are submitted using FAA Access and other electronic media. This means that while we print and distribute more than 23 million paper FAFSAs, fewer than two million paper applications are actually submitted for processing.

Many applicants use a paper FAFSA in preparation for completing the FAFSA on the Web application. Because of "skip logic" and other features of the Web application, the order of the questions on the paper FAFSA is not the same as the order of the questions on FAFSA on the Web. This makes it difficult for applicants to complete the online application using a paper FAFSA. We introduced the Pre-Application Worksheet in 1999-2000 to provide Web filers with a preparation tool better suited to their needs than the paper FAFSA.

The Improved FAFSA on the Web Worksheet

For the design of the 2006-2007 Worksheet, we used ideas from students, parents, and financial aid administrators. First, we renamed the form to the "FAFSA on the Web Worksheet" to more accurately describe its purpose. We also put the U.S. Department of Education seal in a prominent place on the form and addressed formatting issues by creating a cleaner layout with instructions throughout the form. Finally, the 2006-2007 FAFSA on the Web Worksheet will be printed and distributed so that postsecondary schools, high schools, libraries, and community agencies can have bulk quantities of the Worksheet available for students and families.

2006-2007 Printing and Distribution Plan

In the past, we automatically mailed supplies of paper FAFSAs to high schools, libraries, and to community agencies. Postsecondary schools ordered FAFSAs in early autumn using our online bulk publication ordering system, formerly known as BPOS, and when the paper FAFSAs became available in November, they were shipped to schools based on their online orders.

For the 2006-2007 processing year, we have implemented a new strategy for the printing, ordering, and distribution of the 2006-2007 FAFSA on the Web Worksheet and the 2006-2007 paper FAFSA.

The new process for FAFSA on the Web Worksheets is as follows:

Date	Event
Early September 2005	We mailed a sample 2006-2007 FAFSA on the Web Worksheet to postsecondary schools, high schools, libraries, and community agencies.
Mid-September 2005	Postsecondary schools, high schools, libraries, and community agencies could begin to submit orders for additional copies of the Worksheet, beyond the amounts automatically shipped as described in the next bullet. Effective October 1, 2005, the new name for the bulk publication ordering system is FSAPubs, located at fsapubs.org. FSAPubs will fulfill such orders immediately after the automatic distribution of the Worksheet.

Date	Event
Late October 2006	Beginning the week of October 24, we will automatically ship a supply of 2006-2007 FAFSA on the Web Worksheets to all postsecondary schools, high schools, libraries, and community agencies. For postsecondary schools, this first distribution of Worksheets will be in a quantity of approximately 60 percent of the school's initial 2005-2006 order for paper FAFSAs. High schools, libraries, and community agencies will receive a limited number of the Worksheets.

As noted in the preceding table, additional worksheets may be ordered from FSAPubs throughout the processing year. Please also note:

- The 2006-2007 FAFSA on the Web Worksheet will also be available in PDF format on Student Aid on the Web and the Information for Financial Aid Professionals (IFAP) Web site in late October. The Worksheet will be posted to FAFSA on the Web in November.

- Students and families can request single copies of the Worksheet by phone at 1-800-4-FED-AID.

- Due to pending legislation that may further affect 2005 tax returns, we removed the IRS line item references on the Worksheet so we could continue with an early distribution of the Worksheets.

The new process for paper FAFSA distribution will be as follows:

Date	Event
Early November 2005	We will automatically ship a supply of 2006-2007 paper FAFSAs to all postsecondary schools, high schools, libraries, and community agencies. Since, as noted above, more than 80 percent of FAFSAs are now filed electronically and the Worksheet is available earlier, we expect that the need for paper FAFSAs should be less. Therefore, for postsecondary schools, this first distribution of paper FAFSAs will be in a quantity of approximately 10 percent of the each school's initial 2005-2006 order for paper FAFSAs. High schools, libraries, and community agencies will automatically receive a limited number of paper FAFSAs.

Date	Event
Mid-November 2005	Postsecondary schools, high schools, libraries, and community agencies can submit orders to FSAPubs for additional paper FAFSAs, if needed. We understand that some schools, especially those that accept signed paper FAFSAs from their students for submission using FAA Access, may need additional paper FAFSAs.

Students and families can request single copies of the paper FAFSA by phone at 1-800-4-FED-AID.

Note: Due to pending legislation that may further affect 2005 tax returns and the IRS line item references on the paper FAFSA, the availability of the 2006-2007 FAFSA may be delayed. We will keep the community informed if the target dates for distribution of the FAFSA change.

2006-2007 FAFSA

The 2006-2007 FAFSA retains the core design of the 2005-2006 FAFSA. We reworded some questions and instructions for clarification and provided additional guidance. The FAFSA will continue to include a one-page insert and a return envelope. However, we are discontinuing the return receipt postcard in 2006-2007 because the vast majority of applicants are using the Web and can check their application status online.

The following section describes the changes and enhancements to the paper 2006-2007 FAFSA.

Changes to the Paper 2006-2007 FAFSA

Global Changes

- **Colors** – The 2006-2007 FAFSA colors are blue for student information and purple for parent information. The blue is PANTONE 277 CVU and the purple is PANTONE 263 CVU.

  Blue is the next color in our four-year color rotation of yellow → pink → green → blue. Purple has been our stable color for parent information since the 1999-2000 FAFSA redesign.

- **Deadline Date** – The final date that an application must be received has been changed to July 2, 2007 because June 30, 2007 falls on the weekend.

- **Year References** – All year references have been incremented by one year.

- **Design** – The layout of the information on the FAFSA pages remains the same as the 2005-2006 FAFSA.

- **Questions** – No questions were added or deleted on the FAFSA and the question numbers remain the same as in 2005-2006.

- **Date Fields** – To help applicants enter accurate data on their FAFSAs, we added "month" and "year" headings to the date field boxes in questions 17, 20, 56, and 69. This format matches the 2004-2005 FAFSA.

- **Removed References to TeleFile and TeleFilers** – The Internal Revenue Service (IRS) is discontinuing TeleFile in 2005; therefore, we have removed all references to TeleFile and Telefilers from the application questions and notes.

Page 1

- **Using Your Tax Return** – We revised the wording in this section by adding the phrase "If you are supposed to file a 2005 federal income tax return…" to indicate that students should file tax returns if they are required to do so under IRS rules. The section now reads, "If you are supposed to file a 2005 federal income tax return, we recommend that you complete it before filling out this form. If you have not yet filed your return, you can still submit your FAFSA, but you must provide income and tax information. Once you file your tax return, correct any income or tax information that is different from what you submitted on your initial FAFSA."

- **Filling Out the FAFSA** – We reworded the paragraph describing unusual circumstances to encourage students to fill out the FAFSA to the best of their ability when unusual circumstances exist. The revised paragraph says, "If you or your family has unusual circumstances (such as loss of employment), complete this form to the extent you can, then submit it as instructed and consult with the financial aid office at the college you plan to attend."

- **Mailing Your FAFSA** – In the second paragraph, we updated the first sentence to say three weeks rather than four weeks. The sentence now says, "If you do not receive the results of your application—a *Student Aid Report (SAR)*—within three weeks…" rather than "within four weeks."

- **State Aid Deadlines** – All state deadlines have been updated for 2006-2007. In addition, the following state deadline changes were made:

  - Alaska has provided us with a state aid deadline date for 2006-2007, so we:
    - Moved "AK" from the "check with your FAA section" into the main listing.
    - Added a filing deadline of "April 15, 2006 (*date received*)."

  - We revised the Arkansas deadline information:
    - Changed "For State Grant – April 1, 2005" to "For Academic Challenge – June 1, 2006 (date received)."
    - For Workforce Grant – changed "July 1, 2005 (date received)" to "check with your financial aid administrator."

  - We revised the District of Columbia's deadline from "June 28" to "June 30, 2006."

  - We revised Minnesota's filing deadline from "14 days" to "30 days after term starts (*date received*)."

  - We revised Oklahoma's filing deadline from "April 30" to "April 15, 2006."

- Oregon has provided us with a state aid deadline date for 2006-2007, so we:

  - Moved "OR" from the "check with your FAA section" into the main listing.

  - Added a filing deadline of "March 1, 2006 (date received). Final deadline - contact your financial aid administrator."

- We revised Tennessee's deadline to read: "For State Grant - May 1, 2006" and added "State Lottery - September 1, 2006 (date received)."

Page 2

- **Notes for questions 14-15 (page 3)** – We changed "Alien Registration Receipt Card" to "Permanent Resident Card" to use the most current terminology. The paragraph says, "If you are an eligible noncitizen, write in your eight- or nine-digit Alien Registration Number. Generally, you are an eligible noncitizen if you are (1) a U.S. permanent resident with a Permanent Resident Card (I-551); (2) a conditional permanent resident (I-551C); or (3) the holder of an Arrival-Departure Record (I-94) from the Department of Homeland Security…etc."

- **Notes for questions 37 (page 4) and 75 (page 5)** – In the notes for who filed a 1040EZ, the exemption amount has increased from $3100 to $3200. The text now reads, "$3,200 equals one exemption."

- **Notes for questions 43-45 (page 4) and 81-83 (page 5)** – We revised the first paragraph to read "By applying online at www.fafsa.ed.gov, you may be eligible to skip some questions. If you do not apply online, you will not be penalized for completing questions 43-45 and 81-83 on the paper FAFSA." We also added the Federal Student Aid Information Center phone number to the "Investments include" paragraph for paper filers to use if they have questions. The paragraph now says, "For more information about reporting education savings plans, call 1-800-433-3243."

Page 3

- **Question 17 and 20** – We added "month" and "year" headings to the date field boxes in questions 17 and 20.

Page 4

- **Step Two** – We updated all IRS line item references in Step Two to correspond with 2005 tax returns. Several item numbers changed on the 2005 IRS 1040, but the 1040A and 1040EZ references remain the same. Line references that changed on the FAFSA are adjusted gross income (Question 35) and income tax (Question 36). Please note additional changes to IRS line item references may be added following the publication of this guide.

- **Question 36** – We updated the text to say "Enter your (and spouse's) income tax for 2005. Income tax amount is…." to address misunderstandings by filers regarding the meaning of "Enter the total amount." The new text is more consistent with the wording in question 37.

- **Questions 38-39** – We clarified the question to note that combat pay should be included in the amount for this question. The new text says, "How much did you (and spouse) earn from working (wages, salaries, tips, combat pay, etc.) in 2005?" Look for a Dear Colleague Letter (DCL) describing the details of reporting combat pay for students. The DCL will be published later this year.

- **Question 53** – To clarify the definition of an orphan, and more clearly state that there are two parts to the question, we added "(a) and (b)" scenarios. The text says, "Are (a) both of your parents deceased, or (b) are you (or were you until age 18) a ward/dependent of the court?"

- **Step Three Instructions below Question 54** – We revised the instructions below Question 54 to be in past tense. The text says "If you (the student) answered 'No' to every question in Step Three, go to Step Four. If you answered 'Yes' to any question in Step Three, skip Step Four and go to Step Five on page 6."

Page 5

- **Step Four** – We updated all IRS line item references in Step Four to correspond with the 2005 IRS tax returns. The 2005 1040 line references that changed on the FAFSA are adjusted gross income (Question 73) and income tax (Question 74). Please note additional changes to IRS line item references may be added following the publication of this guide.

- **Questions 56 and 69** – We added "month" and "year" headings to the date field boxes in questions 56 and 69.

- **Questions 65 and 66** – We added the sentence "Enter that number here" to emphasize that a response must be entered on the form after that response has been determined from the notes. This corresponds with the instructions on the worksheets. In 2005-2006 we advised students to go to page seven to determine the number of people in the parents' household and the number in college, but did not instruct them to enter the values on the application.

- **Question 74** – We updated the text to read, "Enter the total amount of your parents' income tax for 2005. Income tax amount is…." to address misunderstandings by filers regarding the meaning of "Enter the total amount." The new text is more consistent with the wording in question 75.

- **Questions 76 to 77 –** We clarified the question to note that parental combat pay should be included in the amount for this question. The text says, "How much did your parents earn from working (wages, salaries, tips, combat pay, etc.) in 2005?"

Page 6

- **Questions 84 to 85 –** We added the sentence "Enter that number here" to emphasize that a response must be entered on the form after that response has been determined from the notes. This corresponds with instructions on the Worksheets. In 2005-2006 we advised students to go to page seven to determine the number of people in the student's household and the number in college, but did not instruct them to enter the values on the application

- **Step Seven** – We revised the second sentence of the second paragraph of the Certification Statement to read, "If you are the parent or the student, by signing this application, you agree, if asked, to provide information that will verify the accuracy of your completed form. This information may include U.S. or state income tax forms that you filed or are required to file."

Page 7

- **Notes for question 55 to 83 (page 6)** – We clarified the text defining who is not a parent to include foster parents: "Read these notes to determine who is considered a parent on this form. Answer all questions in Step Four about them, even if you do not live with them. (Note that grandparents, foster parents, and legal guardians are not parents.)"

Page 8

- **All Worksheets** – We updated all IRS line item references in the worksheets to correspond with the 2005 IRS tax returns. The line item references that changed are the earned income credit and additional child tax credit in Worksheet A; the IRA deductions, etc. in Worksheet B; and the education credits in Worksheet C. Please note additional changes to IRS line item references may be added following the publication of this guide.

- **Worksheet B** – We added instructions to describe how to report taxed and untaxed combat pay. The new text says:

  "Other untaxed income not reported elsewhere on Worksheets A and B (e.g., workers' compensation, untaxed portions of railroad retirement benefits, Black Lung Benefits, disability, combat pay not reported on the tax return, etc.)

  Don't include student aid, Workforce Investment Act educational benefits, non-tax filers' combat pay, or benefits from flexible spending arrangements, e.g., cafeteria plans."

- **Worksheet B** – A number of energy-related credits were added to Worksheet B, item 8 "Credit for federal tax on special fuels" as a result of changes to the IRS Form 4136. The "Total income tax credit claimed" has changed from line 10 to line 15.

FAFSA Instructions for Pacific Islander Students

Paper FAFSAs

As in the prior two cycles, we are not using a separate P.O. Box and zip code for applicants from the Pacific Islands who do not have Social Security Numbers (SSNs). Pacific Islanders without SSNs must send their FAFSAs to the address printed on the paper FAFSA, which is:

> Federal Student Aid Programs
>
> P.O. Box 4691
>
> Mt. Vernon, IL 62864-0059

The CPS assigns an identification number (but not an SSN) for students who do not provide an SSN and who indicate that their state of legal residence is one of the Pacific Islands. As in previous years, these applicants are exempt from the SSN match with the Social Security Administration.

Renewal FAFSAs

New for 2006-2007! FAAs can access and enter Renewal FAFSA applications for Pacific Islander students using FAA Access to CPS Online if the students meet the renewal application eligibility requirements. FAAs will submit the 2006-2007 Renewal FAFSAs using the same "888" identifiers the students used on their 2005-2006 FAFSAs.

Because Pacific Islander students are not eligible for a PIN, they cannot access Renewal FAFSA data on the Web and will need the assistance of an FAA with access to FAA Access to CPS Online to reapply for aid.

We Value Your Comments and Suggestions!

Many of the changes we made to the 2006-2007 FAFSA were the result of feedback and comments we received from you. As always, we appreciate your contributions to improving the FAFSA and encourage you to continue to share your suggestions with us. We are particularly interested in ways to simplify the form by eliminating unnecessary data collection.

Comments on the FAFSA may be sent to FAFSAComments@ed.gov.

We also encourage you to watch IFAP this winter when we will post *Federal Register Notices* requesting public comments on the 2007-2008 FAFSA.

Summary of Changes to the 2006-2007 Renewal FAFSA Process

2006-2007 Renewal FAFSA Application Process

Each year the CPS creates a Renewal FAFSA for students who are eligible to participate in the renewal application process. The Renewal FAFSA is a tremendous timesaver for students, because responses from the prior cycle's FAFSA or Renewal FAFSA are displayed and the applicant must only answer certain questions that are likely to have changed from the previous year.

Because most continuing students are now using the Web to reapply for aid, beginning in 2006-2007 we are discontinuing paper Renewal FAFSAs and the paper Renewal FAFSA request process. Students will access their renewal application data using the Renewal FAFSA on the Web site. FAAs will access student renewal application data using FAA Access to CPS Online.

The CPS will send all renewal-eligible students a Renewal Reminder if they have a successful match with the Social Security Administration (SSA) and have provided an e-mail address or a deliverable mailing address on their 2005-2006 record by October 28, 2005. Students will be sent a Renewal Reminder e-mail or the new Renewal Reminder letter. The Renewal Reminder informs students that they can use the Web to reapply for aid.

A second distribution of Renewal Reminders has been added for 2006-2007, and will include any student who is eligible to receive a Renewal Reminder and who has not applied for aid by the end of the first week of February 2006.

Another important change to the renewal process is that the six school code fields and associated housing code fields will no longer be pre-filled with information from the prior cycle. Students will be required to enter at least one Federal School Code when using Renewal FAFSA on the Web. This change will help decrease the number of ISIRs schools receive for students who are not attending their school.

Refer to the *Renewal FAFSA Process Guide* (located on the IFAP and FSAdownload Web sites) for complete details about the 2006-2007 renewal application process. The *Renewal FAFSA Process Guide* provides useful information about the process, including a summary of the major changes to the process, a schedule of important dates, and sample Renewal Reminders.

Summary of Changes to the 2006-2007 Central Processing System

Database Matches

National Student Loan Database System (NSLDS)

- **Added Data Fields to the Prescreening Process** – The CPS will send the Dependency Status, Graduate Flag, and Grade Level in College data to NSLDS in addition to the fields currently sent during prescreening. Sending these fields with the other prescreening data allows NSLDS to more accurately determine aggregate loan limits and set loan limit flags.

Selective Service

- **New Criteria to Send Records to Match** – The CPS will now send records to the Selective Service match when they previously had a match of *T* ("Temporarily Exempt") and the answer to the Do you want Selective Service to register you? question is changed from "blank" to "Yes." This change allows records to be resent to the Selective Service match if students want us to register them once they turn 18.

- **Date of birth range updated** – The CPS increased the end date range by one year from 1987 to 1988. This is an annual change.

CPS Edits

We have incremented the year references in data element field titles and year parameters by one. We also added and modified several CPS edits for 2006-2007. The changes we have made are as follows:

Tax Filing Status Edits

- **Changed Description of Non-Filers** – We revised the tax filing edits to classify applicants with blank tax return status, blank tax return type, and zero Adjusted Gross Income (AGI) as non-filers instead of filers.

Warning Edits

- **Incremented dates** – As part of our annual updates we incremented the year references in the following warning edits:

  - **Date of Birth edits (updated from 09/01/89 to 09/01/90)** – These edits are used to identify dependent students who appear unusually young to be applying for federal student aid. If the student was born after 09/01/90 he or she is 16 years old or younger.

- **Cash, Savings, and Checking Accounts is equal to Real Estate/Investment Net Worth** – When a student or parent reports the same non-zero, non-blank value for the Cash, Savings, and Checking Accounts field as the Real Estate/Investment Net Worth field, a new double reporting warning edit is triggered. A comment prints on the Student Aid Report (SAR) asking the student or parent to verify or reenter and, if necessary, correct the Cash, Savings, and Checking Accounts and Real Estate/Investment Net Worth information provided on the FAFSA.

  - Parents who trigger this edit receive comment 121.

  - Dependent Students who trigger this edit receive comment 122.

  - Independent Students who trigger this edit receive comment 123.

- **2006-2007 Double Reporting Warning Edits** – The CPS performs double reporting warning edit checks by comparing certain data fields on the applicant's 2006-2007 record and triggering edits if duplicative values are provided under certain conditions. These edits, and the corresponding SAR comments, are designed to prevent the student from double reporting income or assets, which would impact the calculation of the student's EFC.

  When applying on the Web, students who meet the criteria for double reporting warning edits are prompted to either correct the conflicting data or verify that the data is correct by re-entering the reported value. If the student overrides the double reporting edit by verifying that the data is correct, the corresponding SAR comment is suppressed.

  Using FAA Access to CPS Online, FAAs can also override double reporting warning edits and suppress the corresponding SAR comments. To override the edit(s) in FAA Access to CPS Online, the FAA must re-enter the reported value and submit it to the CPS. This serves as the FAA's verification that the data is correct.

  Listed below are the double reporting warning edit conditions for 2006-2007:

Party Affected/ Comment #	Conditions Causing the Edit to be Triggered
Parent(s) - comment 91 Independent Student- comment 92	Parents'/Student and Spouse's Income from Worksheet A equals Income from Worksheet B or Parents'/Student and Spouse's Adjusted Gross Income (AGI) equals Income from Worksheet A or Income from Worksheet B or Parents'/Student and Spouse's AGI equals Income from Worksheet A plus Income from Worksheet B and The equal values are positive.
Parent(s) - comment 91 Independent Student- comment 92	Father's/Student's Income Earned from Work equals Income from Worksheet A plus Income from Worksheet B or Mother's/Spouse's Income Earned from Work equals Income from Worksheet A plus Income from Worksheet B or Father's/Student's Income Earned from Work plus Mother's/Spouse's Income Earned from Work equals Income from Worksheet A plus Income from Worksheet B and The equal values are positive.

Party Affected/ Comment #	Conditions Causing the Edit to be Triggered
Parent(s) - comment 96 Independent Student- comment 98	Father's/Student's Income Earned from Work and Mother's/Spouse's Income Earned from Work are both non-zero, non-blank, and equal.
Dependent Student- comment 93	Student's AGI equals Income from Worksheet B and The equal values are positive.
Dependent Student- comment 93	Student's Income Earned from Work equals Income from Worksheet B and The equal values are positive.
Parent(s) - comment 121* Independent Student- comment 123*	Parents'/Student and Spouse's Cash, Savings, and Checking Accounts and Real Estate/Investment Net Worth are both non-zero, non-blank, and equal.
Dependent Student- comment 122*	Student's Cash, Savings, and Checking Accounts and Real Estate/Investment Net Worth are both non-zero, non-blank, and equal.

* New for 2006-2007

Reject Edits

- **Date of Birth Year Incremented** – We incremented the date of birth end-year references in Rejects A and B, which alert FAAs that the date of birth entered may be in error because the student is older than most students (greater than 75) or younger than most students (less than 16) pursuing a post-secondary education:

    − Reject A – Date of birth year equals 1900 through 1931.

    − Reject B – Independent student and date of birth equals 09/01/90 or greater, and date of birth is not equal to or greater than current year.

- **Deleted Renewal FAFSA from Reject 2 ("Incomplete FAFSA")** – With the removal of the paper Renewal FAFSA we have removed the reference to Renewal FAFSA from Reject 2.

Other Notable Changes to the CPS

Real-Time Corrections

We will no longer process a correction in "real time" if the correction includes the addition of a new school code. Currently, if a correction to a student's record does not require us to resend the record back through the database matches, a new "real-time" transaction containing official processing results is produced immediately upon submission. Because these types of corrections do not go through the matches, they do not contain updated information from the National Student Loan Data System (NSLDS). Instead, the new transaction contains NSLDS information from the most recent transaction that went to NSLDS for matching. Schools can use the NSLDS Database Results Flag on the ISIR to determine the status of a transaction: if the NSLDS Results Flag is "5" the transaction is a real-time correction that was not sent to NSLDS.

We have heard from schools that not doing an NSLDS match when school codes are added prevents the new school from receiving the most current NSLDS financial aid history for a mid-year transfer student. While the Transfer Monitoring Process is designed to provide the new school with the necessary information, many schools prefer the convenience of getting NSLDS data on the ISIR. This change to real-time corrections will ensure that when a school code is added to a student's record, the record will be sent to NSLDS and the resulting transaction will contain the most current NSLDS financial aid history information.

It is important to note that this change to real-time corrections does not affect a school's Transfer Monitoring responsibilities. The purpose of Transfer Monitoring is to alert schools of certain changes to the student's eligibility, not all of which trigger a new ISIR transaction being sent to the school. The change to correction processing when a new school code is added is to ensure that the newly added school receives the most current information, as of the date the school code is added. However, the transaction is not generated because it is necessarily new NSLDS data and, therefore, the new school must continue to use the Transfer Monitoring process to ensure critical changes to a student's eligibility are received.

Signature Hold File

Applications that are missing signatures are currently stored in the Signature Hold file for 14 days. If a signature page or electronic signature is not received in 14 days, the application is processed and the applicant is sent a rejected Student Aid Report (SAR) to sign. In 2006-2007, the waiting period for student records stored in the Signature Hold file will be reduced to seven days. We are making this change to speed up the processing of applications after determining that a majority of student applications with missing signatures are resolved and removed from Signature Hold in seven days or less.

ISIR Comment Code Text

Currently, the comment text applied to SARs and ISIRs differs only slightly, with SAR comments referring to the "SAR" and ISIR comments referring to the "ISIR." To improve consistency and more easily accommodate mid-cycle updates, we will no longer maintain the separate set of comment code text for ISIR records. For 2006-2007, ISIRs will use the same set of comment code text as SARs, meaning that both the student and the FAA will see the same text. If the FAA is reviewing a printed ISIR, the comment text will be the same as the paper SAR. If the FAA is reviewing the SAR information on FAA Access to CPS Online, the comment text will be identical to what the student sees online.

We polled FAAs from a diverse set of schools before we made this change, and the unanimous opinion was that it would be preferable to see the same text the student sees.

Multi-Year Applicant Database

FSA continues to develop procedures to ensure that accurate data is reported on the FAFSA. To detect possible inconsistencies across application years, the CPS performs cross-year edit checks. Certain data from an applicant's 2005-2006 record is compared to data submitted on the 2006-2007 application and a warning comment is returned if an edit is triggered. Possible reporting errors are identified with this process and applicants are asked to review the data and make any necessary corrections.

A warning edit will be triggered and a comment will be set if there is a significant change in the parents' number of family members or number in college, an independent student's number of family members or number in college, the parents' total income, or the parents' taxes paid in conjunction with parents' AGI. This alerts applicants and schools on the SAR/ISIR to possible errors in the data. While these edits are intended as warnings only and do not require resolution by the FAA, we encourage schools to work with their students to address any issues the edits raise.

In 2006-2007, due to the expansion of several cross-year edit conditions, we anticipate more students will be affected by these edits. The following cross-year edits will be expanded because we have found that these edits help us get accurate updated information:

- Number of Family Members increased by two or more. The edit previously looked for an increase of three or more from the previous year.

- Total Income decreased by 30 percent or more. The edit previously looked for a decrease of 50 percent or more from the previous year.

- Taxes Paid increased by 30 percent or more and the Adjusted Gross Income increased by 10 percent or less. The edit previously looked for an increase in Taxes Paid of 50 percent or more.

Edit Suppression

Students who meet the criteria for a cross-year edit when applying on the Web are prompted with a comment on the Web to verify that the data is correct. A comment code is set on the student's SAR/ISIR as well, even if the student verifies the data is correct during their Web submission.

FAAs can suppress the cross-year edits from appearing on the student's SAR when entering an application for a student using FAA Access to CPS Online or in a later correction submission.

- To suppress the edit(s) in FAA Access to CPS Online during initial application or correction entry, the FAA must re-enter and submit the data that was originally provided, which serves as the FAA's verification that the data is correct.

- The FAA can also set the FAA Adjustment flag on a correction record entered in FAA Access to CPS Online, which will suppress the edit and SAR comment.

Need Analysis

We updated the need analysis offsets and Income Protection Allowances (IPA) for 2006-2007. The methodology for determining the EFC is found in Part F of Title IV of the Higher Education Act of 1965, as amended. See the Federal Register Notice on the IFAP Web site at ifap.ed.gov/fregisters/FR05262005.html, dated May 26, 2005 (70 F.R. 30425), for details about changes to the 2006-2007 need analysis tables, and the Federal Register Correction Notice at ifap.ed.gov/fregisters/FR07292005.html, dated July 29, 2005 (70 F.R. 43948), which contains corrections to the May 26 Federal Register.

Maximum Income for Automatic Zero EFC

The maximum adjusted gross income or income earned from work to qualify for the Automatic Zero EFC is tentatively $15,000 for 2006-2007 (we are still awaiting confirmation of this amount from the IRS at this time). $15,000 is tentatively the maximum amount of income that can be earned in 2005 to claim the Internal Revenue Service's "maximum federal earned income credit."

Income Protection Allowances

Student Income Protection Allowance

Income Protection Allowance (IPA) information can be found in the *Federal Register* announcement of May 26, 2005. In this announcement the Secretary of Education describes the annual updates to the tables that will be used in the statutory "Federal Need Analysis Methodology" that determines a student's EFC for award year 2006-2007.

For 2006-2007, the student Income Protection Allowances (IPA) changed to the following:

Student Income Protection Allowance (IPA)

Type of Student	Income Protection Allowance
Dependent students	$2,550
Single independent students without dependents other than a spouse	$5,790
Married independent students without dependents other than a spouse, and spouse is enrolled in postsecondary school at least half time	$5,790

Student Income Protection Allowance (IPA) (Continued)

Type of Student	Income Protection Allowance
Married independent students without dependents other than a spouse, and spouse is not enrolled in postsecondary school at least half time	$9,260
Independent students with dependents other than a spouse	To determine the student's IPA, use the Income Protection Allowances in the *Federal Register* announcement or in the *2006-2007 EFC Formula Worksheets and Tables*, which can be found on IFAP (ifap.ed.gov). The IPA for independent students with dependents other than a spouse is based on household size and the number of college students in the household.

Parent Income Protection Allowance

To determine the Income Protection Allowance for parents, use the Income Protection Allowances in the *2006-2007 EFC Formula Worksheets and Tables*, which can be found on IFAP (ifap.ed.gov). These tables are based on household size and the number of college students in the parents' household.

Application Output Sent to Students

Students can continue to provide their e-mail addresses on the paper or online versions of the FAFSA. Students who provide a legible e-mail address with valid syntax and have an SSN match of "4" from the Social Security Administration are sent separate e-mails that include a personal and secure URL linking them to their PINs or their Student Aid Report (SAR) information on the Web (E-mail Notifications of SAR Processing).

If E-mail Notifications of SAR Processing sent to these students result in a message delivery failure, then the CPS sends paper SARs to the students if they have provided a deliverable mailing address. Students who do not provide an e-mail address continue to receive a paper SAR or SAR Acknowledgement.

We have reviewed and updated all student notifications to clarify the purpose of the notification. This includes updates to the E-mail Notification of SAR Processing, the Renewal Reminders and the certification statement on the SAR.

PIN E-mails

- **Increased Frequency of Duplicate PINs Being Sent** – We are increasing the frequency with which we send duplicate PIN e-mails to users. Currently, we send duplicate PIN e-mails every 12 hours; for 2006-2007, we will send PIN e-mails every four hours.

Important Information about E-mail

Some students and parents have told us they are not receiving their PIN e-mails and the E-mail Notifications of SAR Processing. The following possibilities explain why an e-mail from the U.S. Department of Education may not reach a user's e-mail inbox:

- **Bulk Mail Folders** – Some e-mail accounts include a "bulk mail folder" or a "junk mail folder." The e-mail is sometimes perceived as unsolicited mail and directed into these folders. Students should check all folders in their e-mail accounts to determine if this has happened. Some e-mail providers may require an e-mail address to be listed in an e-mail address book before allowing delivery to the user's inbox. To ensure that the e-mail is delivered to the user's inbox, enter the originating e-mail address, cpsnotify@cpsemail.ed.gov, in the e-mail account's address book.

   Text on the 2006-2007 FAFSA and PIN Web sites alerts users to expect an e-mail from the cpsnotify@cpsemail.ed.gov originating address and advises them to enter this address in their address books.

- **Delivery Failure** – Some e-mail does not reach its intended destination. This can be due to a failure on the Internet or heavy e-mail traffic exceeding an e-mail provider's bandwidth. In addition, the user's personal e-mail account settings may prevent the delivery of our e-mail, as will most filters that reduce unwanted e-mails or "spam." This delivery failure is due to our use of a hyperlink to a secure Web site. The user may want to contact his or her e-mail provider if e-mail delivery problems continue.

- **Exceeded Mailbox Size Limit** – Most e-mail providers limit the amount of space available for e-mail storage. If the user has exceeded the allotted limitations, his or her e-mail will not be delivered. Ensure the user has plenty of space available in his or her mailbox.

- **Incorrect E-mail Address** – If the user's e-mail address has changed or was typed incorrectly into our database, the e-mail will not be delivered. E-mail addresses must adhere to a strict format and syntax. An e-mail address must have a domain (.com, .edu, .gov, etc.) and cannot begin with "www."

Advantages of Using E-mail

Processing time for an application can be greatly reduced when the applicant provides a valid e-mail address. As you can see from the following table, applicants who apply online and who provide all required signatures as well as an e-mail address, will receive their processing results in as little as one day.

Processing Time Table

Web Application	Paper Application
Applications and corrections submitted after 2:00 a.m. CT are processed the following day, unless the record is held for missing signatures. Applications that are filed and submitted on the Web by 2:00 a.m. CT are processed the same day. For example, applications submitted on Monday after 2:00 a.m. CT or before 2:00 a.m. CT on Tuesday are processed on Tuesday. Applications submitted on Tuesday after 2 a.m. CT are processed on Wednesday. The type of input determines the type of output and when the output is sent to the student.	After the data processor receives a paper application, it can take from 7 to 10 days to scan, input, and process the data. The type of input determines the type of output and when the output is sent to the student.

Note: In order to receive the E-mail Notification of SAR Processing, an e-mail address must be present on the record and a match flag of "4" must be received from the Social Security Administration (along with other criteria).

Input	Output and timeframe	Input	Output and timeframe
E-mail address provided Student (and parent, if the student is dependent) electronically signed the application using a PIN.	An E-mail Notification of SAR Processing is sent and the computed SAR data is available on the day of processing around 1:00 p.m. CT.	E-mail address provided Student (and parent, if the student is dependent) signed the paper application.	An E-mail Notification of SAR Processing is sent and the computed SAR data is available around 1:00 p.m. CT on the day the application has finished processing (between the seventh and tenth day).
E-mail address provided All required signatures were *not* received electronically on the application (using PIN)	An e-mail is sent to the student that describes how they can sign electronically or print, sign, and mail a paper signature page. After the signature is received, processing will take one to three days. If no signature is received after seven days, we will automatically start processing the application. A rejected, full paper SAR is sent when the application has finished processing.	E-mail address provided All required signatures were *not* received on application	A rejected, full paper SAR is printed by 1:30 p.m. CT on the day the application has finished processing (between the seventh and tenth day) and is quality checked and mailed within two days, depending on volume. To eliminate the signature reject, the student must sign the paper SAR; request a PIN to sign electronically; or print, sign, and mail a paper signature page printed from the Web. After the signature is received, processing will take one to three days. An E-mail Notification of SAR Processing is sent when the application has finished processing.

Processing Time Table (Continued)			
Web Application		**Paper Application**	
Input	**Output and timeframe**	**Input**	**Output and timeframe**
E-mail address not provided Student (and parent, if the student is dependent) electronically signed the application using PINs	A paper SAR Acknowledgment is printed by 1:30 p.m. CT and is quality checked and mailed within two days, depending on volume.	E-mail address not provided Student (and parent, if the student is dependent) signed the paper application	A full paper SAR is printed by 1:30 p.m. CT on the day the application has finished processing (between the seventh and tenth day) and is quality checked and mailed within two days, depending on volume.
E-mail address not provided All required signatures were *not* received electronically on the application (using PIN)	A rejected, full paper SAR is printed by 1:30 p.m. CT and is quality checked and mailed within two days, depending on volume. To eliminate the signature reject, the student must sign the paper SAR; request a PIN to sign electronically; or print, sign, and mail a paper signature page printed from the Web.	E-mail address not provided All required signatures were *not* received on application	A rejected, full paper SAR is printed by 1:30 p.m. CT on the day the application has finished processing (between the seventh and tenth day) and is quality checked and mailed within two days, depending on volume. To eliminate the signature reject, the student must sign the paper SAR; request a PIN to sign electronically; or print, sign, and mail a paper signature page printed from the Web.

Student Aid Report (SAR)

A mockup of the 2006-2007 SAR can be downloaded from the IFAP Web site at ifap.ed.gov. The SAR follows the order of the questions as they are presented on the paper FAFSA. In addition, to match the color scheme of the paper FAFSA, the 2006-2007 SAR is printed on blue paper.

Improvements to the 2006-2007 SAR are as follows:

Global Changes

- **Cycle Year Updates** – All dates in field names and valid content were updated.

- **Tax Line Item Numbers Updated** – Tax line item numbers were updated to match the respective IRS tax form line numbers.

- **"Tel" Removed** – "TEL" was removed from Type of Tax Form responses because the IRS has eliminated TeleFile for 2005.

- **P.O. Box Number Updated** – The P.O. Box number in the mailing address was updated for the 2006-2007 process year.

- **Web Site** – Changed references of "web page" and "website" to "Web site."

Page 1

- **Heading** – The slogan "We help put America through school" is being phased out of FSA documentation and was removed from the SAR.

- **Spelled Out Number** – Under the U.S. Dept. of Education step 2, we changed "6" to "six" to match the FAFSA form.

Page 2

- **Warning Text Added** – On page two near the warning text, we added a message reminding applicants to not share their PIN with anyone.

Page 4

- **Rewording** – We changed U.S. Department of Education to "ED" after the first use of the acronym.

- **Capitalization** – In the middle of the page, we capitalized "Loans" in "Direct Loans."

- **NSLDS Section Changes** – The "Total Loan Amounts" section of the NSLDS Financial Aid History at the bottom of the page now prints data in the following categories and order: Subsidized Loans, Unsubsidized Loans, Combined Loans, and Unallocated Consolidation Loans.

Page 5

- **Date Format Modified** – For question 17, we changed the "MM/CCYY" date format to "MM/YYYY" to keep it consistent with the date format on the FAFSA.

Page 6

- **Label Change** – For question 46, we changed the label to read "How Many Months VA Education Benefits Received?"

Page 8

- The certification statement was modified to include the phrase "…that you filed or are required to file" at the end of the sentence reading "This information may include your U.S. or state income tax forms..." This change matches the 2006-2007 FAFSA.

SAR Acknowledgement

The SAR Acknowledgement continues to be a two-page document and provides a summary of the student's processing results when the information is input electronically by the school or by the student using the Web. As with the correctable SAR and the ISIR, the SAR Acknowledgement is an eligibility document containing information for both the student and FAA.

A mockup of the 2006-2007 SAR Acknowledgement can be downloaded from the IFAP Web site at ifap.ed.gov. The SAR Acknowledgement follows the order of the questions as presented on the paper FAFSA. In addition, to match the color scheme of the paper FAFSA, the 2006-2007 SAR Acknowledgement is printed on blue paper.

The only changes to the SAR Acknowledgement for 2006-2007 are annual year rollover changes to the field labels.

Institutional Student Information Record (ISIR)

The ISIR contains all information reported on the FAFSA as well as key processing results and NSLDS financial aid history information. As it has for the past few years, the 2006-2007 ISIR record layout follows the order of the paper FAFSA questions.

As noted earlier in this guide, we posted a draft 2006-2007 ISIR record layout on the IFAP and FSAdownload Web sites in June 2005 and an updated draft in August 2005. In addition, the ISIR record layout is included in the *2006-2007 Electronic Data Exchange (EDE) Technical Reference*.

To get to the ISIR record layout, go to ifap.ed.gov, select Application Processing Materials under the On-Line References heading, and then select 2006-2007 Award Year. Alternatively, go to FSAdownload (fsadownload.ed.gov), select Technical References and Guides, and then select the *2006-2007 Electronic Data Exchange Technical Reference*.

ISIR Record Layout

No changes were made to the FAFSA questions for 2006-2007 and therefore no changes were made to the FAFSA data elements included on the ISIR. No new CPS data elements were added to the ISIR. There also were no field position changes to the ISIR Record Layout. Changes to the ISIR valid content are summarized below:

Global Changes

- **Cycle Year Updates** – Updated all dates in field names and valid content.

CPS Data Element Changes

- **Modified Valid Content in the Following Four Fields**

  - **Parents' Number of Family Members** – Updated valid content value from "01 to 99" to "00 to 99" to correct an error in the 2005-2006 EDE Technical Reference.

  - **Parents' Number in College (Parents excluded)** – Updated valid content value from "1 to 9" to "0 to 9" to correct an error in the 2005-2006 EDE Technical Reference.

  - **Transaction Data Source/Type Code** – Deleted valid content value "4R = Paper Renewal Application" since the paper Renewal FAFSA is no longer an input option.

  - **Application Data Source/Type Code** – Deleted valid content value "4R = Paper Renewal Application" since the paper Renewal FAFSA is no longer an input option.

- **Modified Field Description for Three Fields**

  The Field Name description was updated to read "Percent with two decimal places assumed, for example, 50% = 05000." for the following three fields:

  – NSLDS Pell Percent Scheduled Award 1 (Field 330)

  – NSLDS Pell Percent Scheduled Award 2 (Field 340)

  – NSLDS Pell Percent Scheduled Award 3 (Field 350)

- **Removed References to TeleFile**

  – The Internal Revenue Service (IRS) determined it would not offer TeleFile for 2005. We have removed all references to TeleFile from the valid content descriptions.

- **Changed Field to Filler**

  – The Data Release Number (DRN), field 137 in 2005-2006, has been changed to Filler. The DRN will no longer be included on any ISIRs, although the DRN will continue to be printed on the SAR as it has been in past cycles. Previously, the student's DRN was included on an ISIR if the school submitted the original FAFSA electronically.

- **Correction Deadline Extended**

  – The deadline date for paper and electronic corrections is September 17, 2007.

NSLDS Data Element Changes

- **Modified the Valid Content Description in Three Fields** – We added a description to clarify that the code may be a numeric school code or region code in the following three fields:

  – NSLDS Pell Overpayment Contact

  – NSLDS SEOG Overpayment Contact

  – NSLDS Perkins Overpayment Contact

- **Modified the Field Name for the Following Field**

  – NSLDS Perkins Overpayment – Added "Flag" to the field name.

- **Modified Total Loan Amounts Field Labels**

  – Data in the Total Loan Amounts section now prints in the following categories and order: Subsidized Loans, Unsubsidized Loans, Combined Loans, and Unallocated Consolidation Loans.

Printed ISIR

Improvements to the 2006-2007 ISIR that you can print from the EDExpress software are as follows:

Global Changes

- Cycle Year Updates – Updated all dates in field names and valid content.

Added Fields

The following fields were included in the ISIR file, but were not printed on the ISIR in 2005-2006. The fields are included in the 2006-2007 ISIR file and will be printed on the 2006-2007 ISIR.

- Rejected Status Change Flag – This field is used to determine if there was a change in the reject status from the previous ISIR record. This field in the ISIR record layout contains a Y if the reject status has changed by either going from a valid transaction with EFC to a rejected status or vice versa. A blank value in this field indicates there was no change in reject status.

- Verification Selection Flag – This field is used to determine if there was a change to the student's verification selection status. This field in the ISIR record layout contains a Y only on the transaction that was initially selected for verification when a previous transaction was not selected, otherwise it will be blank on any other transaction.

Modified Fields

- Changed "STEP SEVEN (Q99 – Q104)" label to "STEP SEVEN (Q99 - Q103)"

- Changed "DHS Ver. No." label to "DHS Verification #"

Print Certification Statement

- The ISIR Print Certification Statement page text has been updated to match the 2006-2007 FAFSA Certification Statement.

Note: You can choose not to print ISIRs from the Department of Education's (ED) software, EDExpress, and instead print them from your own system. You are not required to print the ISIR output document exactly as the EDExpress software prints it. For more information on printing ISIRs refer to section 5, Printing, of the *2006-2007 Electronic Data Exchange (EDE) Technical Reference*, which is scheduled to be available in November 2005 on the FSAdownload Web site at fsadownload.ed.gov and the IFAP Web site at ifap.ed.gov.

XML ISIR Implementation

Federal Student Aid (FSA) will not implement the XML (Extensible Markup Language) ISIR for 2006-2007. FSA remains committed to XML as an effective tool to meet the current and future business needs of FSA, schools, and the community. In addition, we realize that a large benefit of XML is the creation and adoption of a community-based XML standard. However, we are not able to implement the XML ISIR in 2006-2007 without significant impact to schools and other users.

XML technology is the foundation for the shared services outlined in the FSA Data Strategy Initiative. Note the following:

- All schools continue to be required to be full participants using the Common Origination and Disbursement (COD) Common Record for 2006-2007.

- The XML Registry and Repository for the Education Community will be available in fall 2005. The XML Registry and Repository will house all XML schema related to the Standards Forum for Education.

Watch for further information on the revised implementation schedule. FSA is fully committed to community standards, which benefit everyone in the financial aid community. We look forward to the continuation of this endeavor.

ISIR Datamart

The ISIR Datamart continues to be the centralized location for all ISIR data generated by the CPS. Schools, state agencies, and other authorized users can request ISIRs from the ISIR Datamart using FAA Access to CPS Online and receive ISIR distributions from the datamart through the Student Aid Internet Gateway (SAIG). Schools can receive "daily" ISIRs or request specific ISIR records or groups of records from the datamart. For more information on ISIRs, the ISIR Datamart, and FAA Access to CPS Online, see the *2006-2007 School Electronic Process Guide* and the *2006-2007 EDE Technical Reference*, available in November 2005 on the FSAdownload Web site at fsadownload.ed.gov and the IFAP Web site at ifap.ed.gov.

Other Noteworthy Information

School Code Changes by Written Correspondence

We will no longer accept written letters from students to add or delete school codes on their CPS records. We made this decision because so few students make requests this way and because it is difficult to identify how the student wants existing school codes on the SAR to be treated. All such school code requests will be returned to the applicant along with clear instructions describing alternative school code correction methods, which include contacting the Federal Student Aid Information Center by phone, using the Web to submit a correction, or submitting the school code corrections on a paper SAR. This change should affect very few students. For 2005-2006, we have received just 391 school code correction requests by letter.

PIN Changes

- **PINs Disabled After 18 Months of Inactivity** – PINs will now be permanently disabled after 18 months of inactivity. We will begin calculating this 18-month period from January 2005 forward; thus, the first deactivations of PINs due to inactivity will occur in July 2006. Users who have their PIN disabled will need to reapply for a PIN. We are making this change to further strengthen the security of the ED PIN.

- **Link to Duplicate PIN Request Added to Authentication Page** – To assist PIN users who have misplaced or forgotten their PIN, the PIN Authentication page included as part of the standard Web login process will be updated to display an "I forgot/don't know my PIN" option. This option will link to the Duplicate PIN Request page where the user can request a duplicate PIN.

- **Improved Turnaround Time for Receiving Duplicate PINs** – Within four hours of a duplicate PIN request, the user will receive a PIN e-mail containing instructions for retrieving the PIN. The user must still be aware that e-mail providers sometimes identify our PIN e-mails as unsolicited mail. See the "Important Information about E-mail" section earlier in this guide for more information.

Federal School Codes

In November 2005, a 2006-2007 Federal School Code List will be distributed to postsecondary institutions, high schools, and libraries. Schools can also search for a specific school's Federal School Code on FAFSA on the Web at fafsa.ed.gov or on IFAP at ifap.ed.gov.

Because so many students have ready access to the Web, we are considering ceasing publication of this list in 2007-2008. All students would use the online search that is available on FAFSA on the Web, which provides an efficient way to retrieve up-to-date school code information. We will be gathering comments about this proposal and will consider all comments received from the community before making a final decision.

2006-2007 CPS Mainframe Test System

The U.S. Department of Education will continue to provide a CPS Test System in 2006-2007. The test system is scheduled to be available on November 21, 2005.

The CPS Test System enables you to test electronic application and correction data transmissions between your system and the CPS, outside of the normal CPS production environment. The CPS provides test files of application records and matching ISIRs for you to use (this data will be posted by November 21, 2005, when the test system becomes available). Alternatively, you can submit and test application and correction records you have created. To submit test correction records you have created, call CPS/SAIG Technical Support in November for record IDs that will process successfully in the CPS Test System.

You may be interested in testing with CPS if you develop your own software or if you are developing or testing for a software development company that provides schools with software that sends data to and receives data from the CPS.

In November 2005, the *CPS Test System User Guide*, along with CPS-provided input and ISIR data, is scheduled to be available on FSAdownload at:

fsadownload.ed.gov

A network message will be sent when the test system is available for your testing.

For questions regarding the CPS Test System, contact CPS/SAIG Technical Support at 800/330-5947 (TDD/TTY 800/511-5806), or through e-mail at CPSSAIG@ed.gov.

Getting Help

Customer Service

For a complete listing of all FSA sources of assistance go to the FSAdownload Web site at fsadownload.ed.gov to download the *Sources of Assistance for Schools* guide. It can be found in the "Technical References and Guides" section.

FSATECH Listserv

FSATECH is an e-mail listserv for technical questions about the U.S. Department of Education's FSA systems, software, and mainframe products. For more information about FSATECH, including how to subscribe, visit the FSA Schools Portal for Listservs/Mailing Lists:

ed.gov/offices/OSFAP/services/fsatechsubscribe.html

CPS/SAIG Technical Support

ED maintains this call center to address questions about CPS processing, EDExpress and EDconnect software, SAIG enrollment, data transmissions, and to collect system enhancement suggestions.

800/330-5947 (TDD/TTY 800/511-5806)

Representatives are available Monday-Friday, 7 a.m. to 7 p.m. CT.

E-mail: CPSSAIG@ed.gov

Federal Student Aid Information Center (FSAIC)

ED maintains this call center to provide (1) assistance to those completing the FAFSA or correcting the SAR, (2) FAFSA status, and (3) help with FAFSA on the Web, PIN Registration, and Student Aid on the Web site questions.

800/4-FED-AID (800/433-3243); 319/337-5665; or TDD/TTY 800/730-8913

Representatives are available Monday-Friday, 7 a.m. to 11 p.m., and Saturday 8 a.m. to 5 p.m. CT (excluding federal holidays).

For more information, see: fafsa.ed.gov, pin.ed.gov, and studentaid.ed.gov.

FSA Customer Service Call Center (CSCC)

This call center provides information on and assistance with Title IV policy, regulation, and application processing questions, and helps clients contact other ED staff. Contact them at:

800/433-7327

Representatives are available Monday through Friday, 9 a.m. to 5 p.m. ET.

E-mail address: fsa.customer.support@ed.gov

For more information, see the following Web sites: fsa4schools.ed.gov and ifap.ed.gov.

Other Helpful Documents

We encourage you to review other documents on the IFAP and FSAdownload Web sites for more information about changes to the 2006-2007 application processing system.

- *Renewal FAFSA Process Guide,* August 2005: Describes changes to the 2006-2007 renewal application process. Available for download from the IFAP Web site at: ifap.ed.gov/eannouncements/0607RenewalFAFSAProcessGuide.html

- *School Electronic Process Guide*, November 2005: Describes software changes and enhancements for the 2006-2007 versions of FAA Access to CPS Online and EDESuite of software.

- *Student Web Application Products Process Guide*, November 2005: Describes changes and enhancements to student Web application products (the PIN and FAFSA on the Web sites) for 2006-2007.

- *2006-2007 ISIR Guide*, November 2005: Describes the 2006-2007 Institutional Student Information Record (ISIR).

- *2006-2007 SAR Comment Codes and Text*, November 2005: Describes changes to SAR comment codes and associated text for 2006-2007.

- *2006-2007 EDE Technical Reference*, November 2005: Describes the 2006-2007 electronic data exchange (EDE) process and provides sufficient information for schools who want to build their own systems to complement or take the place of the EDExpress software for sending and receiving FAFSA data. It includes information about record layouts, required edits, ISIR print assistance, and reject messages that are applicable for electronic FAFSAs, ISIRs, electronic corrections, and signature records.

- *GEN-05-10 2006-2007 FAFSA on the Web Worksheet and Paper FAFSA Distribution Plan*, September 2005: Describes printing and distribution plan for the 2006-2007 FAFSA on the Web Worksheet and 2006-2007 paper FAFSAs. Available for download from the IFAP Web site at: ifap.ed.gov/dpcletters/GEN0510.html

- 2006-2007 English and Spanish versions of the FAFSA and FAFSA Instructions

- 2006-2007 English and Spanish versions of the Question 31 Worksheet (Drug Worksheet)

- Draft 2006-2007 SAR, SAR Acknowledgement: ifap.ed.gov/sarmaterials/0607SARMockUp.html

- 2006-2007 English and Spanish versions of the FAFSA on the Web Worksheet

FSA Web Sites

- Demonstration Web site: fafsademo.test.ed.gov

- FAA Access to CPS Online: www.fafsa.ed.gov/FOTWWebApp/faa/faa.jsp

- FSA Conferences Web site for information about the Department of Education's conferences, including the 2005 Electronic Access Conferences: www.ed.gov/offices/OSFAP/conferences/index.html

- FSAdownload Web site: fsadownload.ed.gov

- FSATECH e-mail listserv: ed.gov/offices/OSFAP/services/fsatechsubscribe.html

- Information for Financial Aid Professionals (IFAP) Web site: ifap.ed.gov

- Training Information and Registration Web site for upcoming training opportunities and learning resources: ed.gov/offices/OSFAP/training/index.html